

Health - Allergy And Emergency Contacts - PDF

Last Modified on 04/03/2019 11:36 am EDT


Report Description

The Allergy And Emergency Contacts - PDF report displays students who have allergies entered in the system. In order for a student to appear on this report, Yes must be selected in the Is child allergic to food or other substances in the student's profile.

Report Conditions

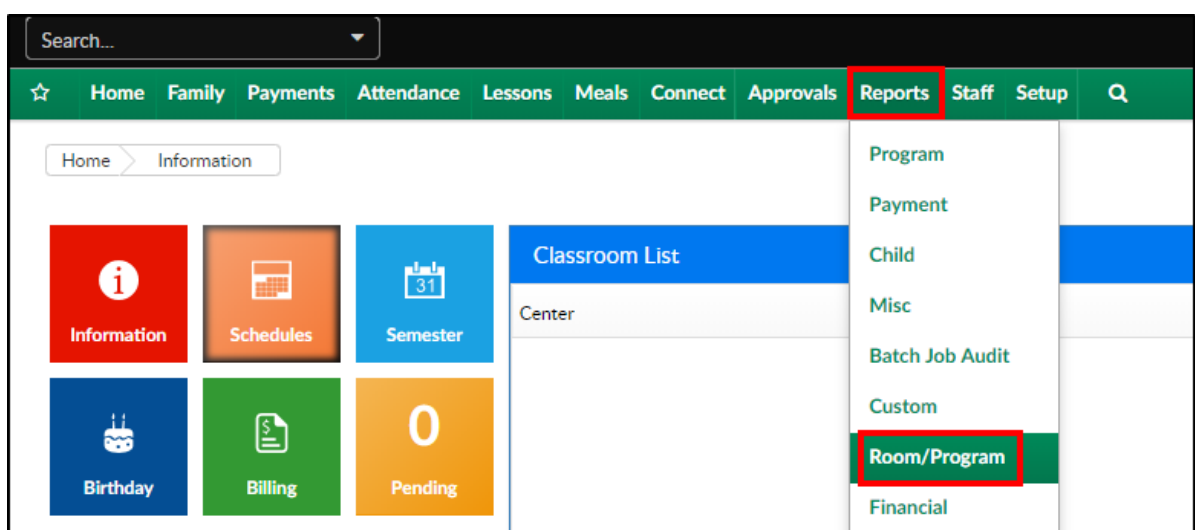
- N/A

Sample Report

Click the report name to view a sample: [Allergy And Emergency Contacts.pdf](#) 

Accessing the Report

1. From the Reports menu, click Room/Program



2. From the Report Category drop-down, select Health

Report Category

Health

3. Choose Allergy and Emergency Contacts - PDF from the Report dropdown

Report

Allergy And Emergency Contacts - PDF

4. Use additional search criteria as needed - nothing is required

Search Criteria

Center --

Semester -- [Show All](#)

Category --

Classroom --

From Date

To Date

Create Report

- Center - select a center or business level from the drop-down
 - Semester - choose a semester from the drop-down
 - Category - choose a category
 - Classroom - select a classroom
 - Choose a From and To Date from the calendars
5. Click Create Report
 6. The report will download in PDF format

Report Fields

- Student/Sponsor Information
 - Student Name
 - Primary Sponsor
 - Primary Phone
 - Student DOB
 - Classroom

- Allergy Notes
 - Emergency Contact
 - Name
 - Address
 - Primary Phone - this pulls from the Home Phone field
 - Secondary Phone - this pulls from the Work Phone field
 - Medical Contact Information
 - Primary Physician
 - Primary Hospital
 - Primary Phone
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